

SENIOR BOX OFFICE TRAVEL COMMITTEE VOLUNTEER JOB DESCRIPTION

Purpose: To research, plan and host same day, overnight and/or overseas trips published in the SBO Quarterly Travel Brochure. Coordinates with travel companies and makes arrangements for admission, transportation and lodging. Handles finances. Must be Senior Box Office member.

Desired Background: Interest in travel and organizing and hosting events.

Time Commitments:

SBO Office Hours: Two to three days a week from 10AM-12PM

Additional Time: Time to research trip and negotiate details.

Time on the trip as host/cohost.

Duties:

- Contacting museums, historic homes, or other places of interest.
- Contacting travel companies to develop trip possibilities and details.
- Planning and scheduling trips.
- Preparing detailed information electronically for the Quarterly SBO Travel Brochure.
- Contacting travel companies to commit to trips. Includes making arrangements for admission, transportation and lodging.
- Answering phone inquiries about upcoming trips.
- Processing mailed trip reservation forms for scheduled trips, to include
 - Logging in reservation requests.
 - Notifying applicants that trip reservation form and check was received.
 - Notifying applicants when trip is overbooked or canceled due to low interest.
 - Notifying applicants of trip reservation acceptance after adequate number of reservations are received.
 - Preparing bus seating chart.
- Processing deposits and final payments for scheduled trips, and refunds if needed.
- Hosting/Cohosting trip and providing water and snacks.
- Giving cash tip to bus driver (\$2 per trip attendee).

Committee Chair Duties:

- Attends monthly SBO Board of Director meetings.
- Oversees trip ideas/plans.
- Reviews and signs all contracts.
- Contacts bus companies, etc. for proposed trip details, pricing and final arrangements.
- Prepares quarterly brochure (or assigns task).
- Purchases supplies, e.g., pens, envelopes, stamps, desk calendars.